

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS

Public Affairs Office

This form is used to request Armed Forces musical units, color guards, equipment for static display, and other support for public events. The information provided is needed to process this request as well as evaluate the event. Please complete **all** sections.

Send this form to the Public Affairs Office (address listed at the bottom of the form) no later than 60 days before the event. Please remember that all Armed Forces units have specific military duties and training requirements. These missions must take priority, and at times could force the cancellation of previously scheduled participation in a public event. Participation in public events and programs will only be authorized when it would be in the best interests of the Department of Defense and the Army, and would not interfere with mission or training requirements.

Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the government. This means that the requesting organization must pay, when necessary, the standard military services allowances for meals and lodging for all Armed Forces participants, as well as other costs, such as transportation or fuel, which have been determined in advance by the Army and agreed to by the requesting organization. Transportation and meal costs usually will not be charged when the event is in the installation's immediate area, although circumstances may dictate otherwise for some events. All costs are binding after a unit, soldiers, or display item have arrived at the site of the public event, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

Armed Forces bands are organized for ceremonial and traditional purposes, and to support recruiting activities. However, they may be authorized to provide certain specific presentations, such as patriotic ceremonies, for public programs. Armed Forces bands or musicians are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with customary or regular employment of local civilian musicians.

Page 1 of Section A: GENERAL			
Event		Sponsoring Organization	
Town/City		State and Zip	
Site or Location			
Date of Event		Starting Time	Ending Time
What are you requesting from Fort Sill (specifically)?			
What part do you want the above units or equipment to play in this event?			
Why do you desire Fort Sill's participation in this event?			
Section B: PURPOSE			
What is the purpose of this event?			
Is the event a broadly-based community occasion? Yes <input type="checkbox"/> No <input type="checkbox"/> , Explain			
Does the event have the official backing of the Mayor? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will admission, seating, and all other accommodations connected with this event be available to all persons in the community, regardless of race, color, creed, sex, age, or national origin? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain	
What is the expected attendance of this event?	Will there be an admission charge? Yes <input type="checkbox"/> No <input type="checkbox"/> If so state amount	Will there be a charge for parking? Yes <input type="checkbox"/> No <input type="checkbox"/> If so state amount	Will there be a charge for seating, if not included in the admission charge? Yes <input type="checkbox"/> No <input type="checkbox"/> If so state amount
Is this event used to raise money for any purpose?		How will the profits, if any, be used?	

Is this the type of event that could attract attention from, or coverage by, any national news media? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain	Would this be considered a national or international program? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain	
Will the sponsor consult with local military service recruiters and provide support, at no charge, for military recruiting activities at the site of this event? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain	Has Fort Sill participated in this event before, if so, when and in what way? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have any of the other services participated in this event before, if so, when and in what way? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Section C: SITE		
Will the event be held Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/>	Will the event be held on government property (federal, state, or local), or will it be held on private or business property?	
What is the exact location of the site of the event (include address)?		
Section D: SUPPORT		
If required, will the sponsor provide the standard Military Service allowance for quarters and meals for all Armed Forces participants (\$ per person per day) ? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will the sponsor provide meals for all Armed Forces participants while away from post? Yes <input type="checkbox"/> No <input type="checkbox"/>	If required, will the sponsor provide transportation costs from home installation to the event and return for all participants? Yes <input type="checkbox"/> No <input type="checkbox"/>
Where should participants report (exact address)?		
To whom should participants report (name, phone number) and what time?		
(If parade) Where is the parade starting point (exact address)?		

Will the sponsor provide security for personnel and equipment (to include crowd control) at the site during the entire event? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will the sponsor provide overnight security for equipment, if the event is to last more than one day? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will the sponsor provide parking spaces for official vehicles transporting participants and their equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will the sponsor provide police escort through congested areas for vehicles and/or exhibits? Yes <input type="checkbox"/> No <input type="checkbox"/>
Section E: SPONSOR			
Does the sponsoring organization specifically exclude any person from its membership or practice any form of discrimination in its function based on race, creed, color, sex, age, or national origin? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, explain			
Please check the appropriate space to define sponsoring organization			
Professional, Trade or Labor <input type="checkbox"/>	Civic <input type="checkbox"/>	Public Education or Youth <input type="checkbox"/>	
Federal, State or Local Government <input type="checkbox"/>	Charitable <input type="checkbox"/>	Commercial or Business <input type="checkbox"/>	
Veterans, Military-Service related, or auxiliary thereof <input type="checkbox"/>	Religious <input type="checkbox"/>	Political <input type="checkbox"/>	
Other			
Sponsor's Representative (Authorized to complete arrangements for Armed Forces participation in the event, and responsible for reimbursing the Treasurer of the United States for the necessary accrued expenses)			
Name:			
Address:		City, State, and Zip	
Office Phone		Home Phone	
Name and title/position of any Armed Forces representative or government official with whom you have discussed possible participation:			
CERTIFICATION			
I certify that the information provided herein is complete and correct to the best of my knowledge and belief. I understand that representatives of the Military Services will contact me to discuss arrangements and costs involved prior to final commitment.			
Date 5/21/2001		Signature	

MAIL THIS FORM TO:

Commander
USAFACFS
ATTN: ATZR-A (Community Relations)
Fort Sill, OK 73503-5000

Or fill out electronically and e-mail to frazierl@sill.army.mil